

# **CHANGE ANNOUNCEMENT**

## **CASE REVIEW INSTRUMENT EFFECTIVE 1/4/07**

### **CHANGES**

The case review instrument and the instructions for this instrument have been revised slightly. Effective dates were added to some of the questions on the form. This was done to help the reviewer determine if the form, QUEST screens, policy etc. were in effect at the time an action was completed. For example, question number 4 says 'Was the Employment Discussion form completed' and we added '(NA if Employment Discussion was prior to 8/1/05).'

### **VRIS UPDATE**

The new Case Review Instrument - Employment Program form has been placed in the Administrative Forms section on VRIS. In addition the Case Review Instructions – Employment Program have been placed in the program manual in the Operations section.

### **FORMS REVISED**

Case Review Instrument – Employment Program.

### **MONITORING REQUIREMENTS**

Office directors should begin using the new form immediately.

### **TEAM COMMUNICATION**

Office directors may communicate with staff as deemed appropriate.

### **LEADERSHIP CONTACT**

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